



# COMMERCIAL CORRIDOR DESIGN REVIEW BOARD

## SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION AND ALTERATIONS

**CITY OF CHARLESTON**    **DEPARTMENT OF DESIGN, DEVELOPMENT & PRESERVATION**    **URBAN DESIGN DIVISION**  
75 Calhoun Street, Third Floor    Charleston, South Carolina 29401    843-724-3781    Fax : 843-724-3772    [www.charlestoncity.info](http://www.charlestoncity.info)

**GENERAL INFORMATION:** The Commercial Corridor Design Review Board (CCDRB) was established in 1999. As stated in the City of Charleston Zoning Ordinance, the purpose of the board is "to establish a review process that will protect and improve the visual and aesthetic character and economic value" of development within the City of Charleston. The CCDRB reviews new construction, exterior alterations, and signage for commercial or non-residential (more than eight multi-family units) projects where the property lies within the designated corridors (see CCDRB list of streets for jurisdiction). Projects that are less than 3000 square feet, with certain restrictions, may be reviewed at staff level and are not required to go before the board. Contact the Urban Design staff for more information.

Board meetings are held at 5:00 p.m. on the second and fourth Thursdays of each month at 75 Calhoun Street, third floor, City of Charleston Conference Room. Deadline for applications is 12:00 noon on the Wednesday prior to the meeting date. For meeting schedules, application forms, or additional information, please contact the City of Charleston's Department of Design, Development and Preservation staff.

*Note: It is the applicant's responsibility to bring to the board meeting all presentation materials he or she may feel necessary to properly present the project. Larger projects should be presented with presentation boards.*

**CONCEPTUAL REVIEW:** Review of the general height, scale, and mass of a building or addition as it relates to its site, its street context, and the City of Charleston. A pre-design conference with City Staff is suggested for significant new construction projects prior to application for Conceptual Review.

- Completed application form and fee.
- **5 half-size sets** (or 3 half-size sets if Staff Review) of drawings as described below (one full-size set may also be requested by staff).
  - Site plan, to scale, depicting:
    - Proposed layout of all structures (include property lines and adjacent streets).
    - Proposed layout of all driveways, walkways, parking areas, walls, mechanical equipment, etc.
    - Parking analysis indicating number of parking spaces required by zoning and number of spaces provided.
    - Existing building(s) adjacent to the property.
    - Any demolition of existing site features.
    - The site plan shall show the ground floor plan and how it relates to the site.
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  - Conceptual Landscape plan, to scale, depicting:
    - All landscape buffers, parking lot tree islands, and tree survey depicting all trees to remain and any to be removed.
  - Architectural drawings, to scale, depicting:
    - Floor plans.
    - Elevations (including general notations regarding materials and dimensions).
      - **Each individual elevation should be depicted on a separate page so that details and notes are of sufficient size for review.**
    - Include documentation of existing grade/flood plain requirements where relevant.
    - Where an addition to an existing building is proposed, provide existing plans and elevations, noting any removal of existing building elements.
- Photographs (4 sets) of all sides of existing site and structure (if any). Also include photographs of surroundings sufficient to explain context. This includes, but is not limited to, buildings, signs, and site features.
- For new construction, provide a Streetscape Elevation drawn to scale, of adjacent buildings, and across street. The proposed new construction must be included in the streetscape for comparison.
- Scale model (unless not required by the City Staff and/or Board due to size of project).

## SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION, ALTERATIONS, AND RENOVATIONS (CONTINUED)

**PRELIMINARY REVIEW:** Review of a project's overall design as developed from the conceptual level to design development. A pre-design conference with City Staff is suggested for significant new construction projects prior to application for Preliminary Review.

- Completed application form and fee (a fee is only required with the initial submittal).
- **5 half-size sets** (or 3 half-size sets if Staff Review) of drawings to scale as described below (one full-size set may also be requested by staff):
  - Site plan, Streetscape, Photographs:
    - See Conceptual Review requirements.
  - Landscape plan:
    - All landscape buffers, parking lot tree islands, and tree survey depicting all trees to remain and any to be removed.
    - Planting schedule, planting details, etc.
  - Architectural floor plans (all floors), in addition to Conceptual Review requirements, depicting:
    - Arrangement of interior spaces.
    - Locations of windows and doors.
    - Mechanical equipment (exterior).
    - Electrical meter location and electrical service access.
    - The relationship between the ground floor and the site (sidewalks, walls, etc.).
    - Where an addition to an existing building is proposed, provide existing floor plans noting any removal of existing building elements.
  - Architectural elevations (all exterior sides) depicting:
    - Proposed materials, including those for walls, roofs, chimney flues, gutters and downspouts, and porches, window types, etc.
    - Existing grade and proposed grade, with finished floor elevations, and building height.
    - Mechanical vents and equipment.
    - Location and type of outdoor lighting fixtures.
    - Design and location of signage.
    - Where an addition to an existing building is proposed, provide existing elevations noting any removal of existing building elements.
  - Building Sections and Wall Sections depicting:
    - Vertical dimensions.
    - Building Sections should depict those areas where significant changes in the building's volume occur (i.e., one section may be through a two-story brick tower and another through a glass-enclosed entry element) and should be at sufficient scale for review (typically 1/4" min.).
    - Similarly, Wall Sections should depict the various construction systems and materials of the building (i.e., not simply a "typical" wall section).
    - The Wall Section(s) should be at a sufficient scale (3/4" min.) for review of material relationships, and generally should depict the wall construction from the ground plane to the building's parapet or eave line.
  - Material selections including:
    - Samples, brochures, and/or photographs of all exterior materials, finishes, windows, and fixtures.
    - Samples are primarily required for atypical materials (i.e., a synthetic cornice) and not for wood, stucco, etc.
  - Color rendering or three-dimensional drawings (for significant projects).
  - Scale model (unless not required by the City Staff and/or Board due to size of project).

**FINAL REVIEW:** Review of the final construction drawings and proposed materials.

- All requirements as outlined for Preliminary Review.
- Final architectural details sufficient for construction purposes and which depict materials and methods of each type of construction affecting the exterior appearance of the structure or as specifically requested by Commercial Corridor Design Review Board.
- An on-site, full-scale sample panel may be required by the CCDRB for review of materials and craftsmanship.